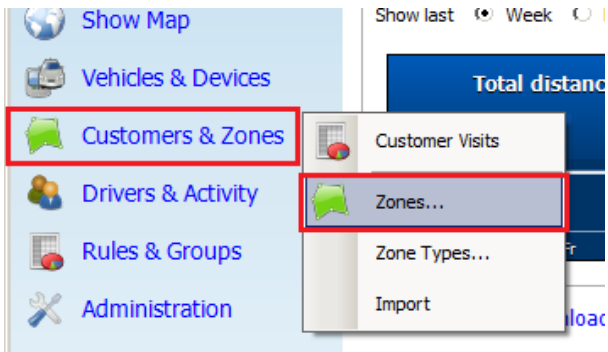


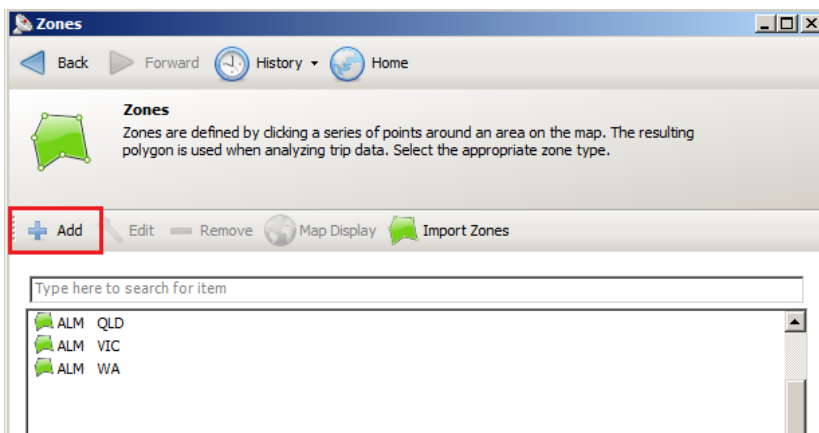
Creating Zones Manually

The following information will provide you with “Step by Step” instructions as to how you can create zones within your Checkmate software application.

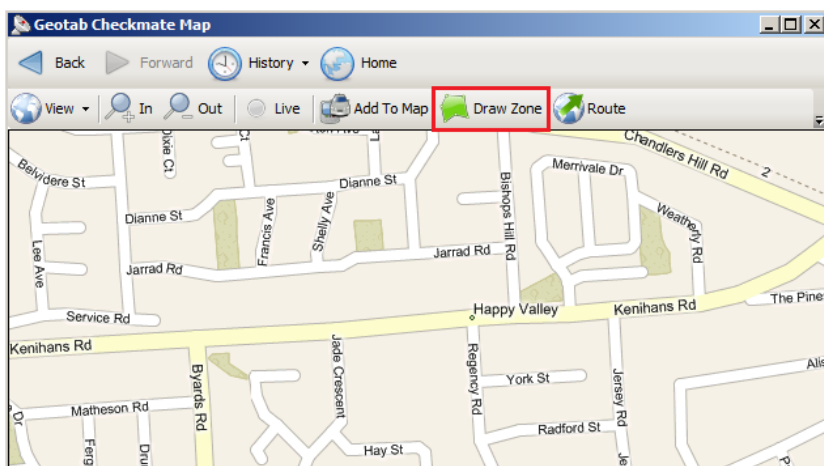
- 1) Click on Customers & Zones, and then select Zones...



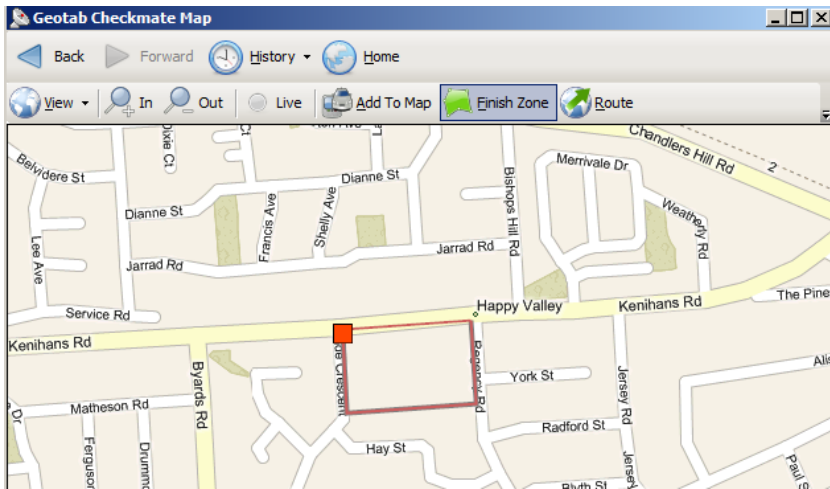
- 2) From the following screen, click “Add”.



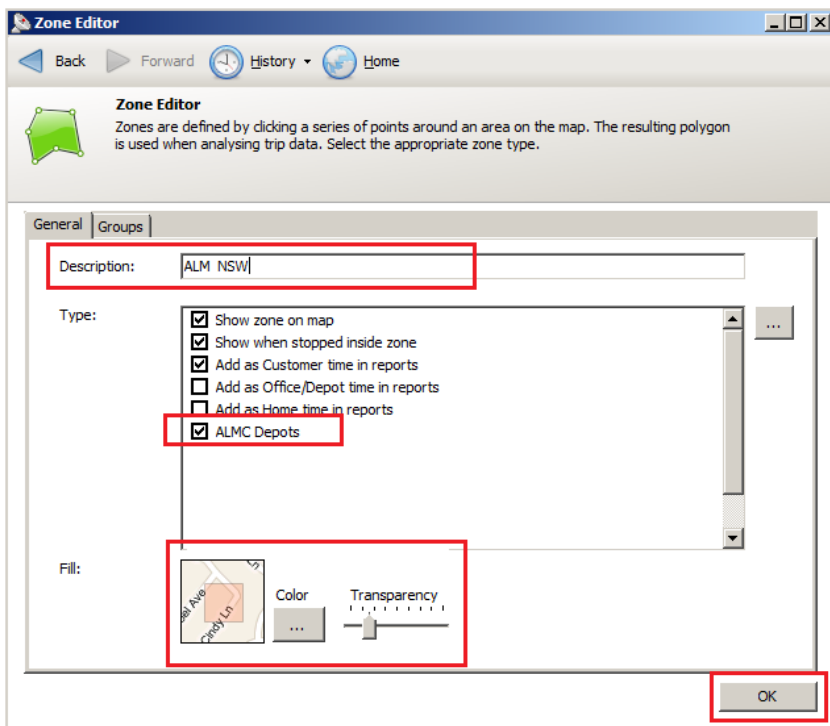
- 3) From the following Map screen, move the map by right clicking, holding and dragging your mouse to reposition your map view. To “Zoom In” on the location you wish to zone, double click on the area you want to zoom into. Once you have navigated to the location you would like to Zone, click “Draw Zone”.



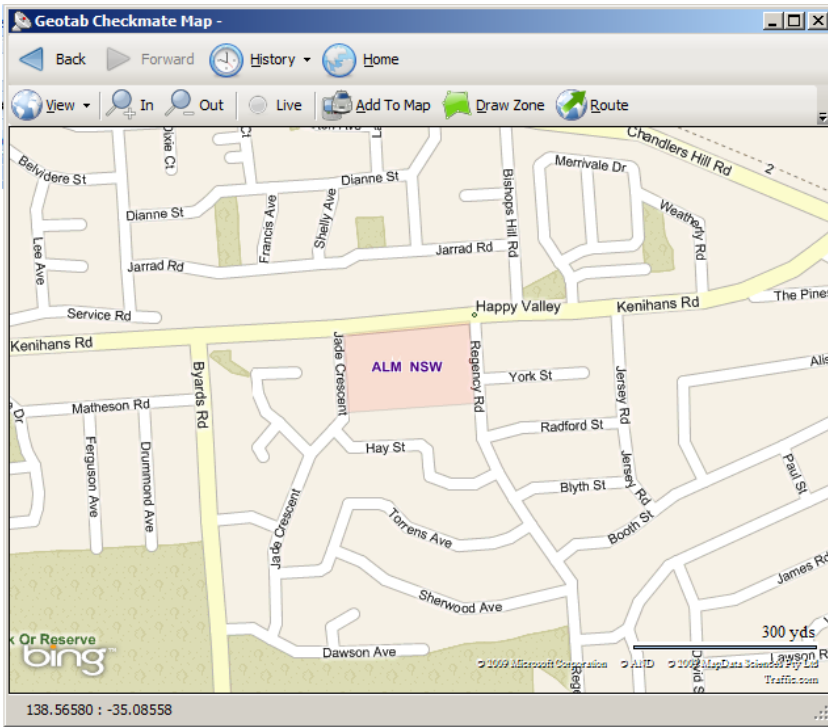
4) Draw the zone as you require by clicking on all of your zone's exterior points. Once you have selected the desired area, click back to the original starting point, shown here as a square.



5) The Zone Editor will open automatically, from this screen you can name your Zone (Description), assign it to a Zone Type (see document Creating Zone Types) and change the Colour and Transparency of the Zone. When you have finished, Click OK.



6) You will be returned to the Map Screen, where you will then see the newly created Zone.



Editing, Moving or Deleting a Zone

Right Click on the Zone you would like to manage and select Zone, you will see the following 3 options:

- **Edit:** This will take you to the Zone Editor screen, from here you can name your Zone (Description), assign it to a Zone Type (see document Creating Zone Types) and the change Colour and Transparency of the Zone.
- **Move:** Once you have selected Move, the Map screen will appear, you can use your cursor to click and drag the Zone to the desired location.
- **Delete:** This will delete the Zone from your maps.